

# Serving Up MyPlate Subgrant Form PI-6028 Application Instructions

## PAGE ONE

### I. GENERAL INFORMATION

Public School District/ Private School    Public School District or Private School applying for funds

Agency Code    The six digit agency code as it appears on your National School Lunch Program contract (if you do not know this number, refer to the Agency Code Listing at [dpi.wi.gov/sites/default/files/imce/team-nutrition/pdf/agency-code-listing.pdf](http://dpi.wi.gov/sites/default/files/imce/team-nutrition/pdf/agency-code-listing.pdf))

CESA No.    Cooperative Educational Service Agency number (if unsure, refer to the CESA listing at [dpi.wi.gov/cst/data-collections/school-directory/directory-data/published-data/dist-by-cesa](http://dpi.wi.gov/cst/data-collections/school-directory/directory-data/published-data/dist-by-cesa))

DUNS Number    The nine digit Data Universal Numbering System (DUNS) number (contact your school/district business office if you do not know this number)

Mailing Address    Mailing address for the Public School District or Private School

School Building Name    School applying for funds

Team Nutrition School    Select whether or not your school is enrolled in Team Nutrition.

Grant/Project Coordinator    Name of person to be contacted to answer any questions concerning the application

Title    Title of the Grant/Project Coordinator

Email Address    Email address of the Grant/Project Coordinator

Telephone    Phone number of the Grant/Project Coordinator

Teacher Name, Teacher Email, and Anticipated Class Enrollment    List the teacher name and email of the third or fourth grade classrooms. In addition, include the anticipated class enrollment for school year 2017-2018.

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### II. NARRATIVE

In this section, select if you are willing to utilize USDA Team Nutrition curriculum *Serving Up MyPlate: A Yummy Curriculum*, complete a teacher evaluation, and administer pre- and post-program evaluations by checking yes or no. Indicate whether or not the School Nutrition Director is willing to share two weeks of production records to assess vegetable selection among students.

Explain why you want to incorporate nutrition education into your classroom. Include your plan to utilize *Serving Up MyPlate: A Yummy Curriculum*.

Explain your plan to partner with staff, families, and community members/organizations to support grant related activities. Be sure to include any plans to collaborate with the School Nutrition Department.

### **III. BUDGET**

Please read the funding guidelines carefully to ensure your requested budget (on page 3 of the application) is allowable. The maximum subgrant award for your school will be calculated by multiplying the number of third and fourth grade students participating in grant related activities by \$3. Schools with multiple third and fourth grade classrooms are encouraged to apply for all classrooms. One application can be submitted if multiple third and fourth grade classrooms are applying per school building.

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#### **IIIa. LINE ITEM BUDGET EXPLANATION**

The DPI must determine that the applicant costs under this subgrant are allowable, reasonable, and necessary. The maximum subgrant award will be calculated for you. Enter estimated costs for food supplies, paper supplies, small kitchen equipment, and nutrition education supplies. If supplies will be purchased that are not included, please list the items and estimated cost. If additional space is needed, you may attach a list of those items.

#### **IIIb. BUDGET SUMMARY**

Enter the applicant name (if not automatically populated). Enter the date your request is being submitted under Initial Request.

Enter the total cost of materials you are budgeting for under the *Non-Capital Objects* line. Do not enter any costs under the *Personnel* or *Purchased Services* lines.

Your *TOTAL Grant Award* should equal the sum of all your requested item expenses. You must submit a budget request that is equal or less than your pre-calculated maximum subgrant award.

**Applicants must complete and sign the accompanying *Participation Agreement*. The application and agreement forms must be submitted to Wisconsin Team Nutrition by June 9, 2017.**